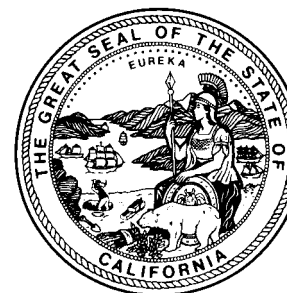




Information contained in this brochure or provided by the Government Claims Program staff is not intended as legal advice. Claimants should consider consulting with an attorney without delay.

*(Revised 12/97)*



**STATE OF CALIFORNIA  
STATE BOARD OF CONTROL**

***AN INTRODUCTION  
TO THE  
GOVERNMENT CLAIMS PROGRAM***

**IF YOU BELIEVE YOU HAVE BEEN FINANCIALLY DAMAGED OR INJURED BY THE ACTION OR INACTION OF AN AGENCY OR EMPLOYEE OF CALIFORNIA STATE GOVERNMENT, YOU CAN FILE A CLAIM FOR MONEY OR DAMAGES WITH THE STATE BOARD OF CONTROL (BOARD).**

**MOST CLAIMS MUST BE FILED WITH THE BOARD WITHIN SIX MONTHS OF THE DATE OF LOSS. CLAIMANTS ARE ENCOURAGED TO CONSULT WITH AN ATTORNEY TO DETERMINE IF THERE ARE EXCEPTIONS FOR YOUR CLAIMS.**

**IF YOU INTEND TO PURSUE A LAWSUIT AGAINST THE STATE, THE LAW REQUIRES YOU FIRST FILE A CLAIM WITH THE BOARD.**

---

Claims against the State are reviewed and resolved by the Board's Government Claims (GC) Program. The mission of the GC Program is to provide a timely and effective means of helping people recover financially to the maximum extent allowed by law from the action or inaction of state government.

***The GC Program processes claims pursuant to the California Tort Claims Act. See California Government Code Section 900 and following.***

#### **HOW DOES THE GC PROGRAM PROCESS A CLAIM?**

After receipt of a claim, the GC Program reviews it to ensure that the claim meets certain legal requirements. If the claim meets all of these tests, the GC Program requests the affected state agency(ies) to review the claim and provide the Board with a written recommendation.

Following receipt and review of the affected agency's(ies') response(s), the GC Program prepares its own claim recommendation and presents it to the three-member Board (the Director of the Department of General Services, the State Controller, and a third member appointed by the Governor) during a public meeting. The Board is

---

---

authorized to approve a settlement for a claim and order the affected agency to pay it. The Board may, however, reject the claim without discussion, which then allows the claimant to pursue litigation against the affected agency(ies).

Claimants are periodically sent a written notice about the claim's status by GC Program staff.

The Board cannot independently approve certain types of claims and order that they be paid. These claims, once approved by the Board, must be submitted to the Legislature (in one of two omnibus claims bills each year) for payment authorization and funding.

Claim forms may be requested by calling the GC Program toll-free at **1-800-955-0045**. Written requests for claim forms should be directed to:

State Board of Control  
Government Claims Division  
P.O. Box 3035  
Sacramento, CA 95812-3035  
Fax: (916) 323-5768

Questions regarding claims may be directed to the GC Program staff at (916) 323-3564 or the toll-free number above listed.

---